

Position Requirements Document Cover Sheet**Position Number: 14088****Classification:** Procurement Analyst, NH-1102-03**Local Title:** Small Business Specialist**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Office of the Deputy Program Executive Officer3rd Div: Small and Disadvantaged Utilization Office4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Kevin Dietrick**Title:** COL, SC**Signature:** //S//**Date:** 6 July 2007**Higher Supervisor or Manager:****Title:****Signature:****Date:**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title:** Program Executive Officer**Signature:** //S//**Date:** 7/6/07**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** C**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:** 8**Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Supervisor ☐ Manager**Citation 1:** USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 1309**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:****Mobilization:****Career Prg ID:** 14**CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:** 8**Mobility:**☒ Confidential Financial☒ Neither

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Small and Disadvantaged Business Utilization Office in the Program Executive Office for Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Procurement Analyst, NH-1102-III.

III. Duties:

1. Serves as the Small Business Specialist. Assists the Associate Director for Small Business programs on all matters concerning small business and related socioeconomic programs to include minority business enterprise, woman-owned business, HubZone, HBCU/MI, service disabled, veteran owned business, National Industries for the Blind and Severely Handicapped, Federal Prison Industries and other assigned programs. Interprets Department of Army policy and guidance and provides recommendations to the Associate Director relative to its implementation. Serves as the focal point for PEO STRI's targets for awards to Small Business, Small Disadvantaged Business, Woman-Owned Small Business, HubZone, and Service Disabled and Veteran-Owned Small Business concerns, and Small Business Set-Aside, and HBCU/MI/HIS/TCU awards. Initiates action for a project of the next fiscal year's procurement activity for PEO STRI as it relates to the Small Business Program. Compiles the data, analyzes the results and submits the resulting report to the Associate Director. Maintain surveillance on a monthly basis of the procurement activity's progress in accomplishing assigned small business program targets. Evaluates that performance and suggests potential remedies for failures to meet assigned targets.

2. Assists in the review of the proposed procurement actions over \$10,000, subcontracting plans and contract terminations to ensure compliance with the Small Business Act and other related socioeconomic statutes, directives, and policies. Evaluates whether an acquisition can be performed by a small business concern and, when appropriate, initiates action to have procurement set-aside in the various categories of award to small business concerns. Performs personal consultation with Procuring Contracting Officers, Project managers, or other directorate level personnel regarding recommended methods of procurement, component break-out and interagency coordinated procurement. Serves on procurement boards and committees, as appropriate, to ensure that small Business Program issues are adequately addressed. Provides training, instruction, and advice to Acquisition Center Director and subordinate personnel whose functions may affect small and

disadvantaged business concerns. Assists contracting officers in evaluation of subcontract plans and proposals, and in administration of subcontract plans to include review of subcontract reports, evaluation of progress toward subcontract goals, development of corrective action, and contact with prime contractor Small Business Liaison Officer to propose corrective action.

3. Provides counseling and guidance to all business firms regarding the means of doing business with the Federal Government, including assistance available from other Federal agencies, and interpretation of statutes and policies concerning involvement in the government acquisition process. Provides advice and assistance to firms performing under a subcontracting plan. Identifies and furnishes information on capable small and disadvantaged business firms for consideration as sources for current and future acquisitions.

Performs other duties as assigned.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Knowledge of the DoD Small Business Program.

Knowledge of and ability to interpret contracting and procurement statutes, regulations, policies and procedures that cover different contract types.

Ability to develop, coordinate, and implement contracting and procurement guidance, policies, procedures, programs, and directives.

Ability to identify and analyze problems, conduct research, summarize results, and make appropriate recommendations to others (including the business community, colleagues, Senior Executives, and General Officers).

Ability to display interpersonal skills to effectively establish and maintain cohesive relationships with others (including the business community, colleagues, Senior Executives, and General Officers).

Ability to communicate orally (to include ability to brief and make recommendations on technical issues and to inform diverse groups through oral presentations).

Ability to communicate in writing (including technical writing).

Ability to negotiate in a contracting and procurement environment.

Ability to lead and influence others.